



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON HEIDELBERG
UNIT 29237
APO AE 09102-9237

IMEU-HEI-LG

15 March 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Heidelberg, Command Policy Memorandum # 31,
Interagency Fleet Management Services Nontactical Vehicle Utilization

1. References:

- a. AR 58-1, Management, Acquisition and Use of Motor Vehicles, 28 January 2000.
 - b. Army in Europe Regulation 58-1, Management, Acquisition and Use of Nontactical Vehicles, 27 January 2003.
2. The intent of this policy is to ensure optimum use of Nontactical Vehicles and in addition:
- a. Maintenance of an adequate fleet of Interagency Fleet Management Services (IFMS) Nontactical Vehicles (NTV) to meet our daily Base Operations (BASOPS) mission requirements.
 - b. Flexible, effective and efficient IFMS vehicle utilization.
 - c. Establish a Permissible Operating Distance (POD) limited to a one-way distance of 100 miles. A higher POD, pursuant to the needs of the command, may be established. Approval to exceed the POD must be obtained from the United States Army Garrisons Darmstadt, Heidelberg, Mannheim, or Kaiserslautern (USAGs) TMP Motor Officer. Requests will be considered on a case-by-case basis.
3. Tenant unit commanders at all levels will review their IFMS NTV requirements, use and justifications for vehicles on recurring dispatch. USAGs Commander's shall appoint responsible personnel as Unit Transportation Coordinators (UTC) to manage internal unit NTV requirements with their supporting USAG's TMP.
4. The USAGs TMP Motor Officer will provide UTCs with a monthly notification of vehicles that fail to meet established utilization criteria, paragraph 6, below. The UTC will be directed to return identified vehicles to the USAG's TMP for daily dispatch to determine if they are still required for the units BASOPS mission. After 30-days, if utilization has not improved to required standards, vehicles will be assigned to the General Dispatch (GD) fleet for daily use by Community activities. After an additional 30-days, vehicles returned to the GD fleet which fail to meet established standards, will be permanently deleted from the appropriate USAG's TDA and returned to IFMS.

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5. All IFMS vehicles found to be underutilized or mismanaged by USAG's TMP Motor Officers or the Transportation Officer shall be returned to the appropriate USAGs TMP. USAGs TMP Motor Officers must review utilization factors to efficiently monitor and manage the IFMS NTV fleet to ensure the efficient accomplishment of the BASOPS mission.

6. All IFMS NTVs assigned shall be subject to utilization criteria shown below:

a. Mission Requirement: A unit must have an essential and documented need for a vehicle to be dispatched on a recurring basis. Need must reflect that use of the GD fleet would be detrimental to the units BASOPS mission.

b. Daily Use Requirement: A minimum of 70% vehicle availability usage each month.

c. Mileage Use Requirement: A minimum of 850 miles (1,360 kilometers) per month.

d. Criticality Use Requirement: Vehicles exempt from utilization criteria, based on criticality of need, are as follows. Commanders of USAG level units and larger, USAREUR Deputy Chiefs of Staff, the Fire Department, Military Police, Emergency Medical Services, Physical Security, Protocol and some DPW Craftsmen. All other assigned vehicles must meet requirements of paragraph 6a through 6c to remain on recurring dispatch.

9. The point of contact for this memorandum is Mr. Fernando Ortiz, USAG Heidelberg, Director of Logistics, DSN 373-1340.

/s/

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Commanding

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